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Council on Technology Services
Digital Signature Initiative Workgroup
Minutes of December 14, 2000

see agenda

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Present: Cheryl Clark (DMV), Vivian Cheatham (DMV), Ray Lindquist (VDOT), Chip German (UVA), Shirley Payne (UVA), Barbara Deily (UVA), Tim Sigmon (UVA), Sally Fehn (DIT), Jim Adams (DIT), Mauri Shaw (DIT), Sally Fehn (DIT), Virgil Kopf (DGIF), Tim Bass (VRS), Mimi de Percin (City of Richmond), Bill Derr (E-Gov), Ray Lindquist (VDOT), Jim Mott (Cardobe Technologies), Mark Samblanet (Cardobe Technologies), Rusty Taub (RSA Security), Lynne Doughtie (KPMG), Dave Neudeck (VIPNet), Scott Fowler (VIPNet), Roy Stephan (Tovaris), Craig Goeller (DMAS), and Nelly Romero (DMAS).

Minutes from the November 9, 2000 meeting were reviewed and approved with changes for posting.

The DSI workgroup's report to the November session of COTS was distributed.

Administrative Topic Updates

- On November 29, 2000, Cheryl Clark reported on the DSI Workgroup's activities to the JCOTS Advisory Committee on E-Government.
- On December 11-13, 2000, Cheryl Clark, Barbara Deily and Shirley Payne attended the government conference on Strategic Planning & Partnerships for Trusted e-Business, "Defending Cyberspace 2000", in Washington, D.C.
- Cheryl Clark announced that Michie Longley, DMV Legal & Legislative Analyst will be tracking all aspects of e-commerce and e-government legislation on the federal and state level for the workgroup.

Reports from Workgroup Team Leaders
Audit & Assurance - Barbara Deily

- The Audit & Assurance Team met on 11/30 and 12/6.
- On December 13, 2000, Tim Sigmon reported on digital signature technology to the Secretary of the Commonwealth's study committee on E-Notaries.

Business Horizons - Shirley Payne

- The Business Horizons team met on November 29, 2000.
- On December 8, 2000 – EGOV invited Cheryl Clark, Bill Derr, Ray Lindquist to join them in a

meeting with Imagitas regarding their pilot with the U.S. Postal Service. IMAGITAS will be partnering with Maryland when the pilot begins.

- Next meeting for the Business Horizons Team is set for December 15, 2000.

Early Adopters - Bill Derr

Bill reported that the following agencies/localities are potential candidates for the Early Adopters Program:
- Virginia Tech - Internet Forms Systems, Hokie Passport Smart Cards & Applications
- Department of Game & Inland Fisheries - Existing Electronic Forms Package of INFORMED by Shana Corp.; an intra-agency PKI environment using Entrust client.
- Secretary of the Commonwealth - Lobbyist and Disclosure System
- County of Fairfax/Department of Motor Vehicles - Exchange of Parking Tickets
- Virginia Retirement System - Retirement Benefits Calculator

RFP Development - Jim Adams

The RFP Development Team has met on 11/28 and 12/4. RFP development continues.

Technical Horizons - Sally Fehn

- The Technical Horizons' Team is participating in RFP development and continues to track new products.
  VOLT Governance - Chip German
- Chip reported on the VOLT policy draft status and contents.
- December 8th - First drafts of Concept of Operations (narrative outline and non-specialist language) and VOLT Certificate Policy reviewed by team for deliverable for the RFP process.
- December 14th - draft review begins at DSI workgroup meeting (including any technical specifications).
- Most of the team's work will be conducted on-line. Individuals interested and want to be added to the mailing list, email Chip at chip@virginia.edu. The VOLT web site: www.itc.virginia.edu/volt/

Presentations
Bill Derr gave a presentation on "Lessons Learned - Enabling Applications and Processes to use a Public Key Infrastructure (PKI)". (Click here to download the 1 MB PowerPoint presentation.)

Upcoming Activities

- December 18, 2000 - Cheryl Clark will attend the JCOTS Advisory Committee on E-Government.
- January 18, 2000 - Workshop with federal government on e-signed legislation in Washington, D. C. Shirley Payne will forward email to workgroup members on workshop information.
- Constance Scott, Manager, Electronic Government Implementation Division, will be organizing a

meeting in January to discuss intersecting points between Administrative applications, DSI and the middleware.

Next Monthly Meeting: Thursday, January 11, 2001.

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Agenda

COTS Digital Signature Implementation Workgroup
December 14, 2000, 8:30 am
CRM 702 opens for pre-session business

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9:00 Workgroup Session Begins

9:00 - 9:10 November Workgroup Minutes & Report to COTS

9:10 - 9:30 Presentation on "PKI Lessons Learned" and discussion led by Bill Derr

9:30 - 10:00 Team Leaders Reports & Discussion

- Audit & Assurance by Barbara Deily
- Governance by Chip German
- Procurements by Jim Adams
- Technical Horizons by Sally Fehn
- Business Horizons by Shirley Payne
- PM Topics by Bill Derr

10:00 - 10:15 Roundtable

Other activities of interest since November meeting

Upcoming events of interest

Other topics, questions or discussion

10:15 Adjourn